

Position Title	Substitute Secretary		
Department	Elementary/Secondary Education		
Reports To	Building Principal		
Revised By	Human Resources	Date(s) Revised	12/18/25
Approved By	Human Resources	Date(s) Approved	12/19/25

**SUMMARY:**

The Substitute Secretary provides clerical and administrative support in the school office during the absence of the regular secretary. This role ensures the smooth operation of daily school activities by assisting staff, students, and parents with professionalism and efficiency.

**ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned***

- Serve as the first point of contact for visitors, parents, and students.
- Answer and route phone calls, take messages, and provide accurate information.
- Maintain student attendance records and prepare daily reports.
- Assist with filing, data entry, and recordkeeping.
- Prepare correspondence, notices, and other documents as directed.
- Support teachers and administrators with routine office needs.
- Operate office equipment including copiers, fax machines, and computers.
- Uphold confidentiality of student and staff information.
- Other duties as assigned.

**EDUCATION AND/OR EXPERIENCE (REQUIRED AND PREFERRED):**

- High school diploma or GED preferred.
- Previous experience in position or school setting preferred.

**QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable Accommodations may be made to enable individuals with disabilities to perform the essential functions.***

- Knowledge of principles and practices of public school education and the ability to apply them to the needs of the district.
- Ability to develop effective working relationships with the students, staff, and community.
- Knowledge and ability to utilize appropriate technology.
- Ability to collaborate with team members to implement the district's strategic plan and engage in solution building.

**SKILLS AND ABILITIES:**

- Ability to maintain a high level of professionalism and adherence to Board policy.
- Ability to read and interpret documents  
Ability to effectively write detailed reports and correspondence.
- Ability to communicate well, both verbally and in writing, in relation to department duties and responsibilities.
- Bilingual communication skills preferred.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Must be flexible regarding scheduling, working conditions and location of work.
- May require some physical exertion.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

- Must be able to occasionally work in noisy and crowded environments, with numerous interruptions.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*